

Department of the Army
Headquarters, U.S. Army
Industrial Operations Command
Rock Island, IL 61299-6000

*IOCR 15-2

29 DEC 1994

Boards, Commissions, and Committees

SOLICITATION REVIEW BOARD

Applicability. This regulation applies to all HQ, IOC elements and subordinate installations.

Decentralized Printing. All IOC installations are authorized to locally reproduce this regulation.

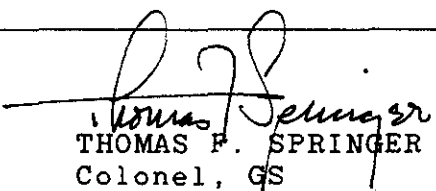
Supplementation. Supplementation of this regulation and establishment of local forms are prohibited without prior approval from Commander, HQ, IOC, ATTN: AMSMC-PPR, Rock Island, IL 61299-6000.

Suggested Improvements. The proponent of this regulation is the HQ, IOC, Acquisition Pricing and Policy Directorate. Users are invited to send comments and suggested improvements to Commander, HQ, IOC, ATTN: AMSMC-PPR, Rock Island, IL 61299-6000.

Distribution. Distribution of this regulation is made IAW requirements submitted by IOC organizations (stocked/issued by Rock Island Arsenal, ATTN: SAI-PSP).

FOR THE COMMANDER:

Official:


THOMAS F. SPRINGER
Colonel, GS
Chief of Staff

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* This regulation supersedes AMCCOMR 15-1, 28 Apr 88.

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1. Purpose. The purpose of a solicitation review and/or a Solicitation Review Board (SRB) is to document that a proposed solicitation represents good business judgment and conforms to Federal, Department of Defense (DOD), Army acquisition regulations and policies. This regulation specifies IOC SRB requirements.

2. References. DD Form 2579, Data on Proposed Document.

3. Abbreviations/Terms.

AMC	U.S. Army Materiel Command
AMCCOM	U.S. Army Armament, Munitions and Chemical Command
DESCOM	U.S. Army Depot System Command
DOD	Department of Defense
HQ	Headquarters
IOC	Industrial Operations Command
NLT	no later than
SRB	Solicitation Review Board
FAR	Federal Acquisition Regulation

4. Responsibilities.

a. Contracting Officers/Contract Specialists:

(1) For HQ, IOC SRBs, submit 10 copies of the solicitation and its attachments/exhibits to the Acquisition Pricing and Policy Directorate, Review and Compliance Division (AMSMC-PPR), NLT 5 business days prior to the desired date of the SRB.

(2) In cases where an AMSMC-PPR representative will participate either in person or telephonically in an offsite SRB, one copy of the solicitation package which includes the documentation listed in the following paragraph should be submitted to that office at least 5 business days prior to the scheduled SRB.

(3) For all IOC SRBs, one copy of the following support documentation should accompany the solicitation as appropriate:

(a) Acquisition plan.

(b) Purchase request/funding documents.

(c) Justification and approval for other than full and open competition, use of a Request for Proposal and/or an option.

(d) Procurement package input (quality assurance, safety, packaging, security, engineering, and contract data requirements list input pertinent to the procurement).

(e) Independent Government cost estimate.

(f) Synopsis.

(g) Bidders mailing list.

(h) Small business-related documents (DD Form 2579, Certificate of Competency, Small Business Administration 8(a) Program, etc.)

(i) Non-standard clause approvals.

(j) For services, time and materials, construction, and federal information processing requirements, also include copies of other input utilized in preparation of the solicitation (statement of work, wage determination, pre-solicitation notice, delegation of procurement authority, capability request, etc.).

(4) At HQ, IOC, within 5 business days after the SRB, submit to the chairman any documents revised as recommended by the SRB. Resolution of outstanding issues resultant from the SRB must be treated as a priority by all involved.

(5) In cases where AMC has conducted a review of a solicitation, forward a copy of their comments to AMSMC-PPR.

b. Chairman, HQ, IOC SRB:

(1) Schedules the SRB.

(2) Notifies SRB members of the time and place for the meeting at least 5 business days before the meeting.

(3) Presides during the SRB.

(4) Oversees preparation of the SRB minutes.

(5) Provides the original of the minutes to the contracting officer and a copy to each voting member.

(6) Advises contracting officers of actions selected by AMC and oversees transmission of packages to AMC.

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(7) After review of the solicitation and informal consultation with SRB members (as appropriate and necessary), the chairman may waive a formal SRB when, in the chairman's judgment, convening a formal SRB would serve no useful purpose.

c. Voting Members, HQ, IOC, SRB:

(1) Respond to announcements of scheduled SRBs.

(2) Review the solicitation package in detail, prior to the SRB meeting.

(3) Confer with the contract specialist/contracting officer prior to the SRB whenever possible if serious concerns arise during the preliminary independent review.

5. Policies.

a. SRBs cover all aspects of procurement actions to include specifications, procurement method, contract type, independent Government cost estimate, special provisions/clauses, management systems, data requirements, evaluation criteria, and other aspects of the solicitation. Following a comprehensive review, the SRB will concur in the action or recommend alternative courses of action to the contracting officer.

b. SRBs are mandatory for actions at or above the amounts noted in the following list; however, chiefs of contracting offices may establish SRBs for actions less than the stated amounts.

<u>Activity</u>	<u>Mandatory SRBs</u>
HQ, IOC Ammunition and Industrial Base	
Procurement Directorate	\$10 Million
Pine Bluff Arsenal	\$10 Million
Rock Island Arsenal	\$10 Million
Watervliet Arsenal	\$10 Million
McAlester AAP	\$10 Million
Crane AAA	\$10 Million
Depots	\$100,000

A representative from AMSMC-PPR will be a voting member for actions valued at \$10M or above.

c. When calculating the value of a solicitation to determine whether it meets the thresholds for mandatory SRBs, include evaluated options, planned incremental funding and the total potential value of indefinite delivery contracts.

d. An independent policy review is required for all actions between \$500,000 and \$9,999,999. If an offsite contracting office does not have policy support, solicitation packages will be sent to AMSMC-PPR for review.

e. HQ, AMC reserves the right to review solicitations and participate in scheduled SRBs. Solicitation packages should be submitted to AMSMC-PPR for forwarding to AMC. Two weeks is required by AMC to complete a review and provide comments.

f. For depot and arsenal contracting offices, solicitations included in Advanced Acquisition Plans may also be selected by AMSMC-PPR for review and participation in an SRB. If a solicitation is not available at the time of selection, the contracting office will, within 2 days of the selection notification, advise AMSMC-PPR of the approximate date the solicitation will be available for an SRB.

g. AMSMC-PPR requires 5 business days after receipt of the solicitation package for review. Written comments will be provided to the contracting office by AMSMC-PPR prior to the scheduled SRB.

h. SRBs will usually be conducted before the solicitation is issued. If conditions warrant, the Chief, AMSMC-PPR may convene an SRB after the solicitation has been issued. Under that circumstance, the SRB must be held at least 15 days prior to the date set for receipt of proposals or bids.

6. Procedures.

a. HQ, IOC SRBs will normally be scheduled 5 business days after receipt of the solicitation packages and supporting documentation.

b. The SRB will:

(1) Convene at the call of the chairman.

(2) Discuss the solicitation in detail to cover the areas listed in paragraph 7 and any other areas deemed appropriate by the SRB. During the meeting, recommendations may be made to the contracting officer. Upon completion of all

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discussions, the voting members present will vote to approve the solicitation as reviewed, approve the solicitation subject to contracting officer compliance with SRB recommendations or to disapprove the solicitation. A majority vote of the members present will determine the official recommendation of the SRB.

(3) If a voting member does not agree with the majority recommendation of the SRB, that member shall file a "minority" report setting forth the reasons to the SRB chairman within 3 business days following the SRB. This report shall become a part of the official SRB minutes.

7. Objectives. SRBs ensure the following areas have been thoroughly addressed and/or are evident in the solicitation:

- a. Minimum Government requirements for services, construction, data, and hardware have been clearly communicated.
- b. Interest of the Government is protected.
- c. Statutory and regulatory requirements have been met.
- d. Solicitation conforms to the acquisition plan approved IAW FAR Part 7, if applicable.
- e. Government evaluation criteria has been conveyed.
- f. All required documents/reviews/approvals have been obtained prior to issue.

8. Membership.

a. Chiefs of offsite contracting offices will establish their own membership and procedures for SRBs at their respective sites.

b. Voting membership at HQ, IOC SRBs will generally be comprised of no less than four voting members (including the chairperson) and will include representatives from the following offices:

(1) Office of Counsel, Procurement Law Division (AMSMC-GCP).

(2) Acquisition Pricing and Policy Directorate, Contract Pricing Division (AMSMC-PPF).

(3) Ammunition and Industrial Base Procurement Directorate (AMSMC-PA).

(4) Transportation and Traffic Management Directorate (AMSMC-TM).

(5) Production Directorate (AMSMC-PD).

(6) Product Assurance and Test Directorate (AMSMC-QA).

(7) Small Business Office (AMSMC-BRS).

(8) Competition Management Office (AMSMC-BRC).

(9) Defense Ammunition Directorate (AMSMC-DS).

(10) Industrial Readiness Directorate (AMSMC-IR).

(11) Safety Office (AMSMC-SF).

(12) Office of Provost Marshal (AMSMC-SS).

(13) Other staff elements as determined and selected by the chairperson on a case-by-case basis. In some instances, functional representatives from offsite activities which support the acquisition may be invited to attend an SRB in lieu of the offices noted above, which may not be directly involved in the action at all.

c. SRB members and alternates at HQ, IOC SRBs will generally be GS-12 or military O3 or bona fide attorney representative from the Office of Counsel at any grade/ rank. Each office/ directorate will designate alternates to serve in the absence of the primary designee.